

DELAWARE TRANSIT CORPORATION

POSITION VACANCY POSTING

**CONTINUOUS POSTING  
OPEN UNTIL FILLED**

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT.

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POSITION #:           XXX           JOB CODE #:                                 

POSITION TITLE           Auto Technician          

PAY GRADE            PAY RATE           \$20.25           PAY RANGE                                   
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT           New Castle County           DEPARTMENT           Operations            
SECTION                                            Maintenance          

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CLASSIFICATION: FULL TIME           X           PART-TIME                                 

CONTRACT: 8FR            8DR            32            N/C            IBEW           X          

SCHEDULED HOURS           Varied           SCHEDULED DAYS           Varied          

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SUMMARY OF POSITION:

The Automotive Technician is responsible for performing skilled work in routine inspection, maintenance, and repair of a wide variety of automotive equipment, including automobiles and buses and related mechanical, electronic and hydraulic components. The incumbent is responsible for diagnosing problems and prescribing and performing remedial action in accordance with standard trade practices and general work instructions. Specific responsibilities include performing scheduled inspections to meet manufactures and/or DTC specifications; diagnosing and repairing or replacing various components to vehicle systems; performing engine tune-ups and adjustments to vehicle systems; performing oxygen acetylene and electric welding and minor body repairs; performing standard automotive services such as lubrication, changing oil, cleaning and greasing parts; responding to emergency road calls to recover equipment; road testing vehicles; preparing and maintaining written reports; complying with all DTC safety policies; and performing other assigned tasks related to the functional area of responsibility. Duties require a valid Commercial Drivers License. The incumbent may be required to lift up to 50 pounds as part of regular job performance.

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

### **Preferred Qualifications:**

**Please address each Preferred Qualification separately. Failure to do so may result in a disqualification.**

1. Experience in performing scheduled inspections of automobiles, buses and related mechanical, electronic and hydraulic components.  
**(Applicants must detail all their experience in performing scheduled inspections).**
2. Experience in performing engine turn-ups, lubrication, changing oil, alternators, transmissions, engines, brakes and related functions.  
**(Applicants must detail all their experience in tune-ups, oil changes and related functions).**
3. Experience in preparing and maintaining reports.  
**(Applicants must detail all their experience in documenting maintenance activities).**

### **Condition of Employment:**

- Must be able to obtain a Valid Commercial Driver's License.
- Must be able to lift up to 50 pounds as part of regular job performance.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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November 30, 1998  
Revised: 04/17/2000

Pay Grade: 10  
Job Code: 065

## Automotive Technician

**Summary of Job:** The Automotive Technician is responsible for performing skilled work in routine inspection, maintenance, and repair of a wide variety of automotive equipment, including automobiles and buses and related mechanical, electronic and hydraulic components. The incumbent is responsible for diagnosing problems and prescribing and performing remedial action in accordance with standard trade practices and general work instructions. Specific responsibilities include performing scheduled inspections to meet manufacturers and/or DTC specifications; diagnosing and repairing or replacing various components to vehicle systems; performing engine tune-ups and adjustments to vehicle systems; performing oxygen acetylene and electric welding and minor body repairs; performing standard automotive services such as lubrication, changing oil, cleaning and greasing parts; responding to emergency road calls to recover equipment; road testing vehicles; preparing and maintaining written reports; complying with all DTC safety policies; and performing other assigned tasks related to the functional area of responsibility. Duties require a valid Commercial Driver's License. The incumbent may be required to lift up to 50 pounds as part of regular job performance. The position reports to the Maintenance Supervisor.

**Skills: Experience-based:** The Automotive Technician must have extensive knowledge of the methods, materials, tools and practices of the mechanic trade. The incumbent must be aware of occupational hazards and understand and practice relative safety precautions and understand both the principles of the operation of gasoline and diesel engines and the use and care of all required tools.

**Skills: Knowledge-based:** The incumbent must have the ability to diagnose and repair major malfunctions of motor vehicles and have working knowledge of vehicle electrical systems and automotive electronic components. The ability to interpret manuals, research mechanical and electrical components, and prepare and maintain accurate written reports is also essential.

**Exercise of Discretion:** The Automotive Technician is called upon to diagnose the cause of malfunctions within a large and intricate body of mechanical systems. Although much of the work will be performed within areas defined through manufacturers and/or DTC specifications and procedures and require relatively little judgement, the Automotive Technician will encounter situations that call for accurate decision making. Road calls, in particular, require decisions in what may be novel situations. The incumbent must know when to make the judgements and when to refer them to higher levels for resolution.

**Complexity:** The complexity of the Automotive Technician's position revolves around understanding and applying mechanical principles for the diagnosis and repair of various component parts and assemblies within vehicle systems including, but not limited to, alternators, starter motors, transmissions, engines, and brakes.

## **Job Description: Automotive Technician**

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**Supervision Received:** The Automotive Technician operates under the general direction and through guidelines and procedures developed by the Maintenance Supervisor. The incumbent works independently on daily tasks, determining and utilizing appropriate methods.

**Supervision Exercised:** The Automotive Technician has no regular supervisory responsibility, but may direct activities of Service Technicians on a limited basis. Incumbent may be called upon for limited instruction of peers in specialized areas of expertise.

**Scope and Impact:** The Automotive Technician impacts on the effectiveness and efficiency of the Corporation's vehicle maintenance program. The incumbent is responsible for high volume processing of routine as well as technical or specialized work processes with emphasis with on safety and efficiency. The success of the program has direct impact on the confidence of customers in the system, both as to safety, as well as reliability.

**Work Contacts:** The Automotive Technician's contacts are basically within the organization with regular interaction within the peer group, as well as with operational and inventory control personnel.

**Working Conditions:** The position functions in a noisy industrial environment requiring the use of safety equipment during the exercise of essential job functions. Incumbent also operates outdoors in extremes of weather conditions. The workdays and hours are generally regular as designated by assigned shift, although subject to periodic exception.

	<b>Essential Personnel Policy HR-075.01</b>		<b>FLSA</b>
°	Level I		Exempt
	Level II	°	Non-Exempt